



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date November 29, 1972		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 19 1972 448 DEC 22 1972			
2. Agency Application No. 84		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Consumer Protection - State Fuel Oil Lab 5235 Kennedy Road Forest Park, Georgia 30050		4. Person to Contact Dr. J.D. Harvey <i>jwot</i>			
		5. Working Title State Oil Chemist		6. Tel. No. 361-6336			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Earliest & Latest Dates of Series 1970 to Date		9. Exact Series Title Declarations of intent to sell petroleum products in Georgia <i>FILES</i>					
10. What is the function of the office in which this record series is created?  This Unit administers the Fuel Oil Act, providing for the registering of Service Station, inspecting, sampling and analysing petroleum products; and registering brand names of petroleum products. It receives applications for registration of Service Station, issues certificates of registration for service stations, and inspects service stations for quality of products sold and volume dispensed; registers brand names for petroleum products; registers Brake Fluid Brands; and performs laboratory tests on petroleum products for quality.							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to "Declaration" of a manufacturer, refiner, wholesaler, or jobber to sell petroleum products in Georgia, and listing the "Brand" or "Trade Mark" of each product.  Document is: Declaration of Manufacturer, etc. Ag 60-002-013 which lists the petroleum products by type, brand, or trade mark, and source of supply <del>desired to sell in Georgia</del> ; and identifies the company offering such products.  Files are arranged alphabetically by Oil Company.  ATTACH SAMPLES OF THE FILE							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		1	1.5	FLOOR SPACE OCCUPIED (Square Feet)		In Office(s) In Storage Area(s)	
Legal-size File Drawers				AVERAGE DAILY REFERENCED		This Year's	Last Year's Preceding Year's All Prior Years
						4	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [x]  
Declaration is good until another declaration is executed, or withdrawn.
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] ☐ [ ]

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

A declaration of a manufacturer, refinder, wholesale, or jobber offering for sale petroleum products in Georgia is good until withdrawn or reexecuted.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [ ] CALENDAR YEAR - ☐ [ ] FISCAL YEAR - ☒ [x] OTHER See Below, then:

- ☐ [ ] Hold in the current files area            month(s)/            year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold            year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

Hold in active files until new declaration is received. Place old declaration in inactive files; cut off inactive files at end of each CY; hold in current files area 1 yr.; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>[Signature]</i>		Date 11-29-72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved		<i>Ellis D. Sikis</i>	11-29-72
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved		<i>William M. Dyer</i>	11-29-72
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved		<i>Carroll Hart</i>	12-18-72
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved		<i>Robert J. Shell</i>	12-20-72

STATE RECORDS  
COMMITTEE